

MINUTES OF VILLAGE BOARD MEETING

October 17, 2016

The meeting of the Village Board of the Village of Slinger was called to order by President Brandt at the Slinger Municipal Building located at 300 Slinger Road, Slinger, WI, at 6:00 p.m. on Monday, October 17, 2016, in accordance with the Notice of Meeting delivered to the members on Friday, October 14, 2016.

1. Roll Call & Notice of Meeting:

	<u>Present</u>	<u>Absent</u>
Russell Brandt, President	x	
Jeff Behrend	x	
Lee Fredericks	x	
Rick Gundrum	x	
Rick Kohl	x	
Dean Otte	x	
Marlyss Thiel	x	
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Also Present: Jessi Balcom, Village Administrator
Margaret Wilber, Village Treasurer
Jim Haggerty, Village Engineer
Greg Moser, DPW Superintendent
Dean Schmidt, Police Chief
Tony Dobson, Parks, Recreation & Forestry Director
Josh Trame, Parks & Forestry Supervisor

President Brandt informed the members present that the open meeting law had been complied with in connection with the meeting. Notice of the meeting was sent to all who requested same and posted in three public locations.

2. Consent Agenda

A. Approval of Minutes from 10-3-2016

B. Vouchers

C. Committee Reports: Building Inspector's Report September 2016, Police Report September 2016, DPW Update September 2016, Mid-Moraine Legislative Committee Update by Trustee Otte

Trustee Otte informed the Board that the recent Mid-Moraine Legislative Committee meeting included a presentation by Washington County Highway Commissioner Scott Schmidt. Trustee Otte stated that a lot of information was distributed on the County's Shared-Ride Taxi Service and the Commuter Express bus system. He stated both of these programs could benefit Village residents and he asked that staff research ways to make information on these programs available to the community.

Motion Gundrum/Fredericks to approve the Village Board minutes of 10-3-16, transmittal checks #46699 in the amount of \$230.77, pre-authorized checks #46700-46764 in the amount of \$162,184.78 and payroll checks #161007001-161007051 in the amount of \$52,594.37; carried unanimously.

3. Appearances & Possible Action Thereon:

A. Bray Presentation – Facilities Needs Study

Michael Hacker from Bray Architects presented additional information for the facilities needs study as requested by the Village Board at a previous meeting. He stated that the firm had followed up on the request to explore the possibility of relocating the Library downtown. Mr. Hacker discussed the fact that options for this were limited by the availability of parking. He stated the most feasible location might be adjacent to Community Park since parking is already located there and it would increase the Village's civic presence in the downtown area.

Mr. Hacker stated that 3 more possible locations for the DPW garage were also examined and they brought the total number of possible sites to 9. He displayed the new options and stated one is on Slinger Road while the other two are along Hartford Road. Mr. Hacker explained that relocating the DPW garage is the first step in this project, since the DPW garage would be used along with the present Library to house the Police Department.

The Board reviewed the original plans that propose moving the Library into a slightly expanded Village Hall building. Discussion was held on possible advantages to moving the Library downtown. Trustee Otte stated there were some older buildings that should be considered, perhaps in conjunction with some type of affordable housing. He stated it was his opinion that parking could be created using vacant parcels behind these buildings.

The Board thanked Mr. Hacker for his presentation and asked about the next steps in this process. Mr. Hacker stated this would be the last summary presentation. He stated that subject to any additional feedback from the Board, Bray is now ready to prepare their final report and will deliver it to the Village as soon as possible.

B. Open for Public Comments - None

4. Unfinished Business & Action Thereon:

A. Vandewalle & Associates, Inc – Project Scope for Comprehensive Plan

Administrator Balcom presented the revised scope proposal for the update of the Village's comprehensive plan. She stated that Vandewalle was able to reduce the cost of this project by implementing significant staff contributions. She informed the Board that the revised proposal also does not include any printed copies but the Village will receive the plan in digital form to be reproduced as needed.

Discussion was held on whether staff resources will be adequate for performing the extra work. Administrator Balcom stated that staff is currently focused on completing the recodification of the Village code and that should be completed by the end of the year. Board members stated that this project could wait until the recodification is complete, which would give staff approximately 8 months to complete before the plan update would be needed. Administrator Balcom stated that the current comprehensive plan was adopted in August 2007. Board members agreed that this sounded feasible and stated that if the workload proved to be more than anticipated, a revision of this agreement could be made at a later date.

Motion Otte/Gundrum to approve the Project Scope for the Village of Slinger Comprehensive Plan Update as presented; carried unanimously.

5. New Business & Action Thereon:

A. Resolutions - None

B. Licenses & Permits:

1. Bartender License for Megan Genthert, Becky Miotke

Chief Schmidt informed the Board that no problems were discovered during the background check for these licenses.

Motion Gundrum/Kohl to approve the bartender licenses for Megan Genthert and Becky Miotke subject to the payment of any outstanding fees; carried unanimously.

C. Review & Action:

1. Certified Survey Map in the Southwest ¼ of Section 18 to Consolidate Several Parcels into a 7.487-acre Redevelopment Site for new E.H. Wolf & Sons Inc Warehouse and Truck Parking Facility (Property Owner is Hilldale Real Estate, LLC)

President Brandt informed the Board this item was reviewed at the October 12th Planning Commission meeting and the Commission recommended its approval.

Motion Behrend/Thiel to approve the Certified Survey Map to consolidate parcels for the new E.H. Wolf & Sons Inc warehouse and truck parking facility; carried unanimously.

2. Development Agreement for Phase 3 of Farmstead Creek Subdivision (Developers are Don and David Weyer d/b/a Farmstead Creek Development, LLC)

Administrator Balcom informed the Board that this was reviewed and recommended for approval by the Planning Commission. She distributed an updated appendix page to show the estimated costs and stated that the Weyers were present to answer any questions the Board may have. Discussion was held on stormwater management in this phase and the driveway access for the church located next to the subdivision. Engineer Haggerty informed the Board that the water and sewer connection for the church that is mentioned in the agreement is a private matter between the developers and the church. He stated it is only included in this document to show that the Village is not the responsible party.

Motion Otte/Fredericks to approve the development agreement for Phase 3 of the Farmstead Creek Subdivision as presented; carried unanimously.

President Brandt announced a slight change in the agenda order and stated the meeting would temporarily adjourn and reconvene in the DPW garage at this time instead of after the next item.

3. 2017 Parks, Public Works & Forestry Budget – Fund 10 **a. Staffing for Proposed Departmental Restructuring**

Administrator Balcom presented a memo describing a proposed reorganization of the next two departments and stated it might be helpful to discuss the proposal before reviewing the details of both proposed budgets. She informed the Board that the proposed restructuring would combine the parks and forestry portion of the Parks, Recreation & Forestry Department with the Department of Public Works (DPW). She explained this would bring all Village-owned facilities under one department.

Administrator Balcom stated the proposal included some personnel actions also. She explained that the current position of Superintendent of Utilities and Public Works would be changed to create a Superintendent of Utilities position to reflect the large increase in utilities-related programs and responsibilities. Administrator Balcom stated that staff recommended adding a second supervisory position, Superintendent of Parks, Public Works and Forestry, which would be responsible for public works and parks projects and ongoing duties. She stated that the current DPW Operator positions will be converted to Parks/Public Works Operators and staff is requesting authorization to hire a third operator. She explained this will give the Village much more flexibility to schedule more projects in-house. Superintendent Moser stated it will also help improve safety procedures since staff is now completing larger projects that require more than one or two people.

Superintendent Moser and Director Dobson discussed the proposal in more detail and stated it was the result of discussions that began over a year ago. They stated the new Superintendent position will need to work with both Engineer Haggerty and Director Dobson to coordinate public works and parks projects. Director Dobson stated this already happens on a regular basis due to the small staff size and variety of work needed. Director Dobson explained that responsibility for parks operation and maintenance was transferred to his department several years ago and a lot of work has been done to expand and improve parks throughout the Village. He stated it has now reached the point where ongoing maintenance is requiring more work than the small department can accomplish. Treasurer Wilber added that this is also requiring a larger levy contribution, so it seems appropriate to bring all Village-owned facilities under one department and keep the levy within the General Fund.

Superintendent Moser stated that his new position would also be responsible for the oversight of the Central Equipment and Central Services funds. Village Board members questioned if the Central Services responsibilities should be transferred to the new Superintendent position since they involve Village-owned facilities. Superintendent Moser explained that the initial thought was to leave him in charge of those areas for now since he is more familiar with the building's systems, but staff can review this arrangement throughout the year and amend it if necessary.

Trustees discussed the proposed reorganization and agreed that it could bring about cost efficiencies and improve work flow and safety measures. Treasurer Wilber reviewed the proposed budget and pointed out that the Public Works Admin Salary line would contain the salary for the new Superintendent position along with 10% of the Village Engineer's salary. She stated that a number of expense lines would no longer be used, which would help fund the new positions along with a significant decrease in the levy transferred to the Parks & Recreation Department.

4. 2017 Parks & Recreation Budget – Fund 22

Director Dobson presented the proposed 2017 budget for the Parks & Recreation Department and stated that it included a more than \$100,000 decrease in levy requested. Board members discussed whether it might be confusing to have parks referred to in two different departments. Director Dobson stated that staff had thought about that as well, but had decided since this department would still be involved in park-based activities and programs the name should still include parks.

Board members asked about the study that was recently approved to assess possible uses for the Village pond area. Director Dobson explained that the study will help the department prepare for the eventual repurposing of the pond. He stated that the existing structure is nearing the end of its useful life and staff does not want to wait until the structure is no longer functioning before taking a look at possible uses. He stated the study was needed in addition to the economic development program currently underway at the Village because its focus would be on aquatic and recreational activities specifically.

Administrator Balcom presented job descriptions for the proposed new or revised positions and asked the Board to consider approving the new Superintendent positions and the hiring of the third Operator at this time to allow staff to begin the hiring process.

Motion Kohl/Behrend to approve the creation of the positions of Superintendent of Utilities and Superintendent of Parks, Public Works and Forestry, to approve the conversion of the position of Public Works Operator to Parks/Public Works Operator, and to authorize the hiring of a third Parks/Public Works Operator; carried unanimously.

5. 2017 Capital Projects Budget – Fund 50

Engineer Haggerty presented the proposed capital improvements budget for the years 2017 through 2021 and discussed the major projects planned for 2017. He stated that the largest project would be the iron filter and other improvements scheduled for Well #3, and informed the Board that he is currently investigating an alternative solution that would be less expensive and create far less disruption for the downtown area. He explained that the costs listed in this draft budget were for the larger, more expensive solution but he would provide more details on the alternative as soon as they are available.

Board members reviewed the proposed projects for 2017 and asked about the scheduling of the Lawndale and St Paul projects. Board members stated it was their observation that the condition of roads in the St Paul neighborhood were far below the condition of Lawndale Avenue. Engineer Haggerty agreed that the road condition was better for Lawndale, but he explained that the bigger concern there was the condition of the water main beneath the road. Superintendent Moser stated there have been 3 major main breaks in that area in recent years and an upgrade of the main in that area is necessary.

a. Utility and Public Works Equipment Needs - JetVac

Engineer Haggerty presented a memo discussing the Sewer and Stormwater Utilities' need to obtain a JetVac due to increased regulations requiring annual system cleaning. He stated that up to this time, staff has been attempting to meet these requirements using outside contractors but it is getting more difficult to schedule their services. Superintendent Moser stated this was also true for emergency response situations when the Sewer Utility experiences a back-up in the system. Engineer Haggerty informed the Board that the capital improvement plan included the purchase of a new JetVac over the next several years. He stated the cost of a new piece of equipment would be approximately \$360,000, but staff has located a refurbished used model that is selling for \$165,000.

Board members discussed the Village's past experience in owning a JetVac and stated that the costs for operating and maintaining the equipment proved to be excessive. Superintendent Moser stated that part of the issue at that time was that the Village co-owned the unit with another municipality, plus the particular unit turned out to be defective. He stated that going without a JetVac entirely will result in higher system maintenance costs in the long-run. Engineer Haggerty stated that the money now used to contract this activity out can be redirected to financing this purchase. He asked for authorization to purchase the JetVac in 2017 with a down payment to be provided in 2016.

Motion Thiel/Gundrum to authorize a deposit of \$10,000 towards the purchase of the 2004 Vac-Con Model V390LHAD in 2017; carried unanimously.

6. Ordinances:

- A. First Reading & Possible Action Thereon - None**
- B. Second Reading & Possible Action Thereon - None**
- C. Third Reading & Possible Action Thereon - None**

7. Communications & Possible Action Thereon: None

8. Staff Reports:

A. Engineer's Report – None

B. Treasurer's Report – Draft Notice for Public Hearing on 2017 Village Budget

Treasurer Wilber presented a draft of the notice for the 2017 budget public hearing and explained it was being provided now since it will have to be published before the next Village Board meeting. She reviewed a draft of the Village's levy limit worksheet and explained how the authorized levy amount was calculated. She informed the Board that staff recommended using the maximum levy allowed at this time because it would enable the Village to implement programs like the reorganization discussed earlier and the ongoing economic development effort. Treasurer Wilber stated that the Village will still enjoy a significant decrease in mill rate due to the termination of Tax Increment District #3 last year, which returned approximately 26% to the Village's tax base.

9. Closed Session

Go Into Closed Session Pursuant to Authorization Conferred by WI Statute 19.85 1(e) –Deliberating or Negotiating the Purchasing of Public Properties, the Investing of Public Funds, or Conducting Other Specified Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session (Possible Joint Recreation Programming with School District) (IT Services)

President Brandt announced the reason for going into closed session at this time. Motion Behrend/Fredericks to go into closed session to include Administrator Balcom, Treasurer Wilber and Parks, Recreation & Forestry Director Dobson. A roll call vote was taken on this motion and it was passed unanimously.

10. Return into Open Session & If Necessary Take Action on Closed Session Items

Motion Otte/Gundrum to return into open session at 8:39pm with no further action needed. A roll call vote was taken on this motion and it was passed unanimously.

11. Adjourn Meeting

Motion Behrend/Kohl to adjourn at 8:40pm; carried unanimously.

Approved By: _____
Russell Brandt, President

Drafted By: Margaret Wilber, Treasurer